

**Chemical Hazard Communication Program**  
**California State University Bakersfield**  
**Rev: 9/01**

**INTRODUCTION**

A written hazard communication program is required by CA OSHA (8 CCR 5194) to protect the health and safety of the faculty, staff and students. This program includes guidelines for labeling of containers, provision of material safety data sheets (MSDS), maintenance of chemical inventories and training for the use and storage of all hazardous materials.

**CONTAINER LABELING**

No container of hazardous substances will be released for employee or student use until it is labeled with:

- a. The name of the contents; and
- b. Appropriate hazard warnings.

Supervisors are responsible for adequate container labeling in their work area. All secondary containers will be labeled with a copy of the manufacturer's label or a generic label that provides space for material identification and hazard warnings.

**MATERIAL SAFETY DATA SHEETS (MSDS)**

Department heads are responsible for maintaining alphabetical MSDS files in areas under their control. All employees must have access to material safety data sheets in their work areas or in a central location. If MSDS are not available, the area supervisor should be notified. If a MSDS is missing or is obviously incomplete, a new MSDS will be requested from the manufacturer within 7 days. If the manufacturer does not respond immediately to a verbal request for a MSDS, send a written request. Notify the person who requested the MSDS of the action taken to obtain it within 7 days, and make the MSDS available within 15 days of receipt. If a manufacturer or supplier fails to provide a MSDS within 25 days, report the situation to the Office of Safety and Risk Management (S&R) for notification of CA OSHA.

**CHEMICAL INVENTORIES**

Department heads are responsible for maintaining a complete inventory listing of hazardous substances in areas under their control. The inventory must list materials using an identity that is referenced in the appropriate MSDS. The storage location and maximum quantity to be stored must also be included. Departments are responsible for keeping chemical inventory spreadsheets

current. S&R will periodically request copies of current departmental chemical inventories for the annual campus wide chemical inventory file.

## **EMPLOYEE INFORMATION AND TRAINING**

Everyone who works with or is potentially exposed to hazardous chemicals will receive training on the hazard communication standard and the safe use of hazardous materials at the time of assignment and when new hazards are introduced into the work area.

The training provided by S&R or qualified departmental staff will emphasize:

- a. The requirements of the hazard communication regulation, including worker rights;
- b. Operations in the work area where hazardous materials are used;
- c. The location and availability of the written hazard communication program and chemical inventory;
- d. The chemical and physical properties of hazardous materials;
- e. The health effects of hazardous substances;
- f. Detection of a chemical release;
- g. Selection and use of personal protective equipment;
- h. Procedures for emergency response and the clean up of chemical spills; and
- i. Instructions for interpreting the information provided on labels and material safety data sheets.

It is important that all personnel understand the training. Supervisors are responsible for answering questions from employees, monitoring work practices and informing employees of the hazards associated with chemicals used in non-routine tasks.

## **EMERGENCY RESPONSE PLANS AND PROCEDURES**

Chemical spill response procedures are contained in the CSUB Chemical Hygiene Program and Hazardous Materials Emergency Response Plan. Those plans identify key campus personnel who must be notified in the event of an emergency. All employees will be informed of evacuation plans and emergency reporting procedures.

## **AUDITS**

The Safety and Risk Manager will periodically audit departmental hazardous material inventories and MSDS files to make sure they are complete.

## **COMMUNICATION WITH CONTRACTORS**

Upon notification from Facilities Management, Facilities Planning or Procurement staff or a department head arranging for contract services, the Office of Safety and Risk Management will provide contractors with written hazard communication information including:

- a. A list of hazardous substances or conditions that the contractor's employees may be exposed to at the job site;
- b. Information regarding the CSUB container labeling system;
- c. Protective measures employees may take to lessen the possibility of exposure; and
- d. The location of material safety data sheets.

This information will be provided at a pre-job meeting. Contractors are responsible for conveying this information to all sub-contractors on their work site. Each contractor bringing chemicals onto the campus must provide an inventory, container labels and MSDS.

## **ADDITIONAL INFORMATION**

Employees and their designated representatives may obtain a copy of this program, assistance with interpretation of MSDS, and lists of chemical inventory at the Office of Safety and Risk Management. Worldwide web MSDS and CSUB library chemical safety references are listed on the attached page.

# **MSDS ON THE WWW MATERIAL SAFETY DATA SHEETS**

**<http://www.ilpi.com/msds/index.html>**

The following laboratory safety reference books are  
available in the

## **CSUB Walter Stiern Library:**

**A. Merck Index, An Encyclopedia of  
Chemicals and Drugs,**

**1996, Ref / RS356 M555**

**B. Prudent Practices for Safety in the  
Laboratory : Handling & Disposal of  
Chemicals 1995, T55.3 H3**

**P58**

**C. Hawley's Condensed Chemical  
Dictionary by Lewis,**

**1997, Ref / QD5 C5**

**D. Bretherick's Handbook of Reactive  
Chemical Hazards,**

**2 vol., 1995, Ref / T55.3 H3 B73**

**WEBSITE FOR CSUB SAFETY**

**<http://www.csub.edu/Admin/EHS>**